MEMORANDUM FOR THE RECORD

SUBJECT: NE Division Management Information System

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     1. [   ] who is presently assigned to the Plans Staff in the NE Division, came in to talk with me about a management information system he is attempting to develop for the Chief, NE. They are now producing statistical reports about the numbers of intelligence reports disseminated by the NE Division according to the area of the world with which they deal. They plan to establish a system whereby they can compare the reports disseminated with the requirements received from the Collection Guidance Staff as well as related mission directives (RMD's). They are also interested in establishing a system for financial reporting on projects. [   ] is thinking of some sort of bookkeeping system which would include the project name, FAN number, the amount of money approved for the project, the anniversary date for its renewal, the amount of time devoted to the project by the Case Officer, and the section of the RMD to which it responds. They would like to have a system that would tell them the essential personnel management information station by station in terms of the number of operations personnel, support personnel, and agents. They are also interested in being able to document the qualifications of all of their operations people, particularly in terms of area and language knowledge. The present system of the Agency are neither structured nor adequate to satisfy the kinds of requirements for information NE is developing.

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     2. I described at some length the Support System Study program and discussed with him some of the problems which must be reckoned with in the development of any management information system. Specifically we talked about the difficulty of getting reliable information about the qualifications of Agency employees. The present personnel qualifications register does not yet include Agency employment history or experience. The Office of Personnel is about to circularize Agency employees in an attempt to collect information about their employment history in the Agency and qualifying experience. Position titles are not and have never been descriptive of duties performed. Fitness reports completed about personnel in the field, in particular, have been deliberately obscured in their descriptions of duties. Consequently, there is no way available from existing records in the present system to reconstruct individual qualifications and experience. We also discussed briefly the [   ] effort to collect and

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computerize data about non-staff personnel and [   ]described generally   25X1
some of the many problems they are having in getting that operational. They
are using a canned program IBM has developed as a generalized routine but
it requires that the data be forced into a format not entirely suitable to its
content and I gather they are having difficult problems. The form they use
to collect the information about each of the non-staff personnel was not
accompanied by instructions adequate to have the data furnished in a form
which would permit its direct conversion to machine language. As a result,
each form about each agent must be reviewed individually and manually re-
formated to fit the constraints of the canned program they are using, and the
record formats it requires.

25X1   3. [   ]plans to continue to do whatever he can with the development
of an information reporting system for the Chief of NE and we agreed that we
should continue to be in communication with each other as we progress with
our studies.

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                              Special Assistant to the
                              Deputy Director for Support

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